



FY18 LOCAL ARTS AGENCY GRANT

GRANT DEADLINE: FEBRUARY 17, 2017, 5:00 P.M. MST

Local Arts Agency (LAA) grants provide general operating support for Local Arts Agencies to ensure that the cultural, civic, educational, and economic benefits of the arts are accessible to every community in the state. This is a competitive panel reviewed grant. No organization is guaranteed funding from one year to the next.

An LAA is the primary, designated organization in a defined geographic area that supports and advances the arts for its community. It does this by engaging residents, identifying and addressing community needs, reflecting community demographics, contributing to the quality of life, building community identity, and supporting artists and arts organizations. An LAA is differentiated from other community arts organizations by its responsibility for fostering the arts throughout the entire community and by offering various types of arts services and/or activities that are often multidisciplinary in nature.

Request range: up to \$15,000

WHO CAN APPLY?

Local Arts Agencies with a current LAA Designation that operate as a 501(c)(3) organization or are part of a city/county government, or a hybrid of the two.

Additional information about local arts agencies and the Local Arts Agency Designation can be found on our [website](#).

QUESTIONS ABOUT THE GRANT?

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All applications must be completed and submitted online at uamgrants.utah.gov
by February 17, 2017 at 5:00 p.m. MST

WHAT IS THE LOCAL ARTS AGENCY DESIGNATION?

To qualify for Utah Arts & Museums Local Arts Agency grants, LAAs must be recognized by their municipality through a [Local Arts Agency Designation Agreement](#) that is signed by both a municipality representative (mayor, council person, city/county administrator) and an Arts Agency representative. The designation is valid for two years, and the LAA must regularly perform four out of the fourteen activities outlined on the Designation Agreement and listed below:

- Provide access to diverse art forms that facilitate public participation.
- Offer programs and services that include and support the cultural diversity and traditional arts of the community.
- Engage in community development through the arts.
- Conduct cultural and community assessment and planning that encourages input from community members.
- Provide stewardship of a community's art collection(s).
- Engage in programs that promote arts advocacy efforts at the local, state, or national level.
- Provide and/or support arts education (K-12, adult education, creative aging, etc.)
- Manage a public art program.
- Produce or present arts programs such as festivals, public art projects, community theatre, concerts, workshops, etc.
- Grant or provide financial support to cultural organizations or artists in the community.
- Facilitate economic development efforts that support the creative economy through arts industries.
- Manage one or more cultural facilities in the community.
- Contribute to creative placemaking activities.
- Undertake public relations or marketing services for LAA arts program and for other arts and cultural activities in the community.

WHAT THIS GRANT CANNOT FUND

- Endowments
- One-time projects or replacement funds normally budgeted for a project
- Building renovation, physical maintenance of facilities, or capital expenditures, including capital improvement, purchase, or long-term lease of property or equipment
- Out-of-state travel
- Programming completed prior to July 1, 2017
- Fundraising events/expenses or galas, including prizes, awards, or benefits
- Hospitality (food, refreshments, etc.).

- Deficit reduction
- Scholarships for academic programs
- Activities restricted to an organization's membership
- Employee or applicant's personal gain
- Paid political advertising or lobbying expenses
- For-profit ventures

Please read this entire document. The policies and procedures that follow the application questions are important. It is your responsibility to be aware of all information contained in this document.

APPLICATION QUESTIONS

GENERAL INFORMATION (not scored)

- Contact information
- Federal tax ID# or EIN
- [DUNS Number](#)
- [Charitable Solicitations Permit](#)
- Mission
- [Now Playing Utah](#) listing
- Audiences served annually
- Staffing Information

ARTISTIC EXCELLENCE IN PROGRAMS (30%)

Questions We Ask:	What We're Looking For:
Please upload a copy of your current LAA Designation Agreement.	The Local Arts Agency Designation Agreement must be updated every two years. If you have any questions about the Agreement, please contact Jason Bowcutt, Community Arts Manager.
Provide a detailed description of the arts-related programming and services your organization will deliver.	Assume the panel knows nothing about your local arts agency. In your answer write about the programs and services you offer. Clearly articulate how the services that you offer are related to the

	activity boxes that are "checked" in your LAA Designation Agreement. (up to 3,000 characters)
What methods will be used to ensure high artistic excellence in your programming (e.g. how you plan your season, how you select teaching artists, who provides artistic leadership, how you establish your programmatic standards, etc.)	Your answer should address how you provide quality arts programming. Artistic excellence demonstrates your potential to create art that meets the highest standards of excellence, engages the public with diverse art forms, enables participants to acquire knowledge or skills in the arts, and/or strengthens communities through the arts. What constitutes artistic excellence may vary in relation to the organization's mission, audience and community. As a state arts agency, we will be looking for organizations that demonstrate high artistic excellence. (up to 3,000 characters)
Upload current supporting documentation to demonstrate artistic merit of recent work (MP3s, video clips, images, .pdf with web links, letters of support, etc.) Maximum of three representative samples.	You can only submit 3 work samples for your organization (links, uploads, or a combination of both). Panelists expect that you will take this opportunity to prove the artistic quality of your programming. Because of the way that the UDAM system works, you may either submit uploads or web links. The first question allows web links and the second question allows uploads. <u>Do not provide more than 3 samples.</u> The samples should reflect the ideas, concepts, or quality of the organization's work. Make sure any links you submit work correctly. If you are submitting a link to a longer sample, include a time marker for panel members to use, and remember that work samples should be brief.

COMMUNITY INVOLVEMENT AND ACCESS (40%)

Questions We Ask:	What We're Looking For:
Describe the community that will be served through your programming.	Help the panel members understand who is in your community, including defining your target audience. In your answer, provide the demographics of this/these communities. (up to 2,000 characters)
What value will the community receive from your programming and why does it merit public funding?	Discuss how your organization expects that the community will benefit from your programming. (up to 2,000 characters)
Describe evidence of community support as demonstrated by partnerships and volunteer involvement.	Talk about any collaborations, partnerships, in-kind support, additional donors, or commitment from volunteers to your organization. Show the panel that the community is aware of, and excited about, your organization/programs through their involvement. (up to 2,000 characters)
Describe how your organization engages with underserved populations whose access to arts experiences is limited (e.g., by geography, ethnicity, economics).	Help the panel members understand your organization's commitment to engaging with diverse populations and audiences. This could include providing direct services, increasing outreach, or inclusion in the planning stages of your programming for underserved populations. (up to 2,000 characters)
Does your organization comply with ADA and Section 504 accessibility requirements (accommodations for people who are differently-abled)?	This is a "yes" or "no" question. Please click the link to read more about the requirement and whether your project complies.

How does your organization help people who are differently-abled have more meaningful access to your programming?	Think beyond ADA compliance. Do you have large-print brochures or exhibit labels, do you provide listening devices for your performances? Do you engage with constituents who are differently-abled to incorporate their feedback and ideas? (up to 2,000 characters)
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SOUND MANAGEMENT (30%)

Questions We Ask:	What We're Looking For:
Please upload a screenshot of your event or organization listing on Now Playing Utah.	Think of Now Playing Utah as a free and required marketing tool for your organization. You will need to add your event to Now Playing Utah and then upload a screenshot of this event.
Explain your organizational structure including board make-up/selection process; staff make-up and responsibilities, and volunteer involvement.	Tell us about your board, staff and volunteers. You may include information about their background, responsibilities, demographics, etc. (up to 2,500 characters)
Explain your re-granting services (if applicable).	Re-granting is any re-distribution of funds in your geographical area (grant awards, scholarships, etc.). Local arts agencies are not required to regrant, but if you do provide any grants to artists or organizations, describe the process. If you do not regrant, please enter N/A. (up to 1,000 characters)
If you regrant, upload a list of grantees.	Keep your answer to this question simple. Upload the list of last year's grantees that you created for some other reason (annual report, publication, etc.).

<p>What are your short-term goals and objectives and how do you plan to achieve them?</p> <p>What are your long-term goals and objectives and how do you plan to achieve them?</p>	<p>Take this opportunity to present both short-term and long-term goals, including succession planning, strategic plans, etc. (up to 3,000 characters)</p>
<p>How will you evaluate organizational and programmatic effectiveness? What form(s) of evaluation will you use, and how will you use the information to determine your programming?</p>	<p>What are the methods you will use to evaluate your organization/programs. How have you implemented ideas from previous evaluations? The best applications will provide a combination of qualitative and quantitative methods, as well as a plan of how you will implement what you learn. (up to 2,000 characters)</p>
<p>What are your major fund raising activities and sources of earned income?</p>	<p>UDAM grants are a small portion of any organization's financial profile. Please briefly describe fund raising efforts and program revenue for your organization. (up to 2,000 characters)</p>
<p>What is your total operating budget for the current fiscal year?</p>	<p>This text box only allows numbers. The operating budget is a combination of projected income and expenses.</p>
<p>Upload your FY18 General Operating Support Budget Worksheet (found at artsandmuseums.utah.gov). Applications using a different budget form will be considered incomplete and may be disqualified.</p>	<p>Follow the link and find the appropriate budget sheet for the General Operating Support grant. Download this to your computer, update with your numbers, and upload the new file to this question. Be sure to include any/all anticipated (or actual) income or expenses for your organization. From left to right, we are asking you to provide three years of budget information: FY16 (your most recent completed fiscal year), FY17 (partially completed plus projected financials), and FY18 (projected financials only). Keep a copy of this budget form for your records because it will need to be updated for your final report, if this grant is funded.</p>

REVIEW PROCESS

A panel of peers will review and score the applications based on the criteria in the guidelines. The process is overseen by a board member. Grant awards depend on the amount of funding requested, how the applicant scores in the review process (with attention paid to regional and rural distribution of state funds), and the total amount of funding available. The Utah Arts Council Board of Directors reviews and approves final funding recommendations. Following board review, applicants are notified and contracts are sent via email. Applicants must sign and return contracts before payment can be made. Funds are not available until after July 1, 2017.

GRANT TIMELINE

Grant Opens: December 30, 2017

Grant Closes: February 17, 2017

Panel Review: May 2017

Funding Notification: Late Spring 2017

Payment Disbursed: After July 1, 2017

WHAT IF MY ORGANIZATION RECEIVES A GRANT?

All funded grantees will receive an email notifying them of their grant award. The email will contain a copy of the State of Utah Grant Contract. Grantee should read and sign the contract and send the entire contract via postal mail to our office for processing. Payment will be disbursed after we process the signed contract. If your organization is awarded more than \$7,500, you will receive 80% of your award after we receive your contract, and the remaining 20% of your award will be sent mid-January 2018.

As a grantee, you will need to ensure you do the following:

- Give credit to the Utah Division of Arts & Museums (UDAM) and the National Endowment for the Arts (NEA) on all publicity (online or print). Please use the most current logos, which can be found [here](#). For example: *"This project is made possible, in part, by a grant from the Utah Division of Arts & Museums and the National Endowment for the Arts."*
- Ensure all grant funds are spent before July 1, 2018.
- Write a letter of appreciation to your legislator(s) thanking them for the grant funding, and keep a copy to submit with your final report.
- Grantees are also encouraged to participate in Arts Day on the Hill—February 14, 2017.
- Complete a final report form online at uamgrants.utah.gov by August 1, 2018.
 - Include a copy of your legislative thank-you letter(s).
 - Include an updated copy of your budget with actual numbers.

- Unless otherwise indicated, UDAM may use submitted text and images in reports and publications. Please include photo credit information.
- Organizations must list their organization name and event information on [Now Playing Utah](#).

ELIGIBILITY POLICIES

- Organizations may only receive one Utah Arts & Museums grant per fiscal year.
- Utah restricts its funding to organizations based in and primarily serving the residents of Utah.
- Grant requires a 1:1 cash match. Cash matches are any hard cash matches that come from earned or raised income. Within the budget, your cash match can be used to cover some of the items that we are unable to fund in the above list.
- Charitable Solicitations Permit: Unless otherwise exempt, all organizations that solicit funds for a charitable purpose are required by Utah law to register as a charitable organization with the Utah Division of Consumer Protection. In your application (if you are not a government agency or educational institution), we will ask you to provide a copy of your current Charitable Solicitation Permit. You must upload either a current CSP or a brief explanation of your exemption. If you have questions about whether this applies to your organization, you can read the [law](#) or contact the [Department of Consumer Protection](#). The application for permit is not considered proof of registration.
- All individuals and organizations applying for grants must have a DUNS number. For more information on applying for a DUNS number, click [HERE](#).
- Indirect costs for facilities, administration, or other overhead are restricted to the federally-negotiated indirect cost rate or the *de minimis* cost rate, not to exceed 10%.
- Utah Arts & Museums funds must be spent between July 1, 2017 and June 30, 2018 (FY18).
- Final Report: Final reports are due every August 1. If your organization fails to file a final report to the division, the following year, the organization will be considered ineligible for funding for one year.
- Legislative Pass-Through/Direct Line-Item Funding. The following criteria apply to organizations receiving pass-through or direct line-item funding (also known as legislative appropriations) when said appropriation is managed by the Utah Department of Heritage and Arts.
 - Organizations that receive ongoing legislative pass-through funding for operating support are not eligible for UDAM grant funding.
 - POPS, iSEE, and State Museum Funding are not considered pass-through funding that is a duplication of funding by UDAM grants.
 - Organizations that receive one-time legislative pass-through funding for operating expenses may not receive UDAM funding in the same year they receive legislative pass-through.

- Grant requests from organizations that receive one-time pass-through funding for a specific project may be subject to review for eligibility by the Executive Committee of the Utah Arts Council or Office of Museum Services Board. Funds allocated by line-item pass-through from the legislature and UDAM competitive grants shall not be for similar activities.
- Organizations that receive a pass-through allocation from a department other than Heritage and Arts may be subject to review by the Executive Committee of the Utah Arts Council or Office of Museum Services Board if the activities seem similar to a grant application in the same year as the allocation.
- Organizations that receive pass-through funding for capital projects are eligible for UDAM funding.

IF YOU HAVE ANY QUESTIONS, THE UDAM STAFF IS HAPPY TO HELP!

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